

Monthly Progress Report

For the project entitled:

Summer Transportation Institute

Reporting Period: May 2007

Submitted by:

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Submitted to:

Montana Department of Transportation

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May 31, 2007

Task 1: Project Management and Reporting

This monthly progress report covers May 1 – May 31, 2007.

Action Items for Next Period:

- A second monthly progress report will be submitted for June after the completion of the STI program.

Status: On-going

Task 2: Student Recruitment

Recruitment phone calls to high school counselors

- Only thirteen applications were received by the original application deadline. Susan Gallagher, Scott Keller, and Danielle Reagor made follow-up phone calls to Montana high schools to ensure that students were informed about the STI. The original application deadline of April 30 was extended to May 15 (priority deadline). Two additional applications were received for a total of 15 program applicants.

Student Selection

- Susan Gallagher, Scott Keller, and Ahmed Al-Kaisy made up the student selection committee. Applications were reviewed and all 15 applicants accepted to the program.
- Information packets and acceptance letters were sent out to applicants. All fifteen students returned student/parent agreement forms confirming their attendance in the program.

Status: 100% completed

Task 3: Project Kick-Off Meeting

A project kick-off meeting with MDT was conducted at 1pm on Monday, May 7. Susan Gallagher, Sue Sillick, and Kris Christensen participated. Meeting minutes were prepared and forwarded to MDT for revisions and approval.

Status: 100% completed

Task 5: Staff Hires

An Academic Program Coordinator, a Teaching Assistant, and two Residence Hall Advisors were hired for the STI. Teaching staff began training and preparatory work on May 31. Residence Hall Advisors will begin June 14. A general STI staff orientation will also be held on June 14.

Action Items for Next Period:

- Conclude STI staff training.

Status: 95% completed

Task 6: Program Logistics

All teaching rooms and labs have been reserved for the program.

Action Items for Next Period:

- A final information packet with map of campus, directions to dorm, room assignments, etc. will be sent out to each participant.
- STI staff will prepare for move-in day and a parent/participant orientation.
- A rooming list will be sent to Conference Services.
- Program supplies will be purchased.
- Meal arrangements will be made for weekend when campus food service is not available.

Status: 90% completed

Task 7: STI Program Planning

The STI curriculum and schedule has been finalized (a copy is attached). Guest speakers have confirmed times and dates for presentations. Scott Keller (IAB representative from MDT) has finalized the schedule for the planned field trip to MDT in Helena on June 22.

Action Items for Next Period:

- Finalize panelist list and schedule for planned Transportation Career Panel on June 21.
- STI teaching staff will develop hands-on design/build activities for program.
- STI RA staff will develop sports/recreation schedule for Week 1.

Status: 80% completed

* Task 8 (conducting STI) will commence and finish during the next quarter. Task 9 (de-briefing meeting at MDT), Task 10 (preparation of final report), and Task 11 (preparations for 2008 STI) will begin during the third quarter.